

SECTION 800.00 – CONSTRUCTION AND ENGINEERING INSPECTIONS

SECTION 810.00 – GENERAL

The Idaho Transportation Department (ITD) may use Consultant Engineering services for the management and administration of construction contracts throughout the state on a selected basis. Consultants may be used to balance peak construction workloads, to assist with projects requiring special technical expertise and to perform constructability reviews. Each District or Section shall determine their needs for consultant services and obligate the necessary funds required for the agreement.

The Consultant work force will be considered an extension to ITD, performing the same tasks and procedures as ITD's employees assigned to the Resident/Region Engineer, and will perform services in accordance with ITD and federal standards, specifications, and policies.

To be most effective, the constructability review should be a part of the Final Design Review. If a constructability review is not desired, the Consultant should at least participate in the Final Design Review.

The same process as outlined in the previous chapters will be used to solicit and select a Consultant, and negotiate and implement a professional service agreement. As provided for in [23 CFR 172.9\(d\)](#), all contracts for a consultant to act in a management role for ITD must be approved by FHWA. The Resident/Region Engineer shall designate an Agreement Administrator to monitor Construction Engineering and Inspection (CE&I) agreements. The Agreement Administrator will coordinate the work with Consultant Administration Unit throughout this process. The Agreement Administrator will administer the agreement by checking the Consultant's monthly invoicing, guaranteeing sufficient funds are obligated, adjusting agreement time, requesting any supplemental agreements, evaluating the Consultant's performance, and finalizing the agreement.

SECTION 820.00 – SCOPE OF SERVICES

The detailed Scope of Services must be completed by the Agreement Administrator and will describe what services are needed for the project. The Consultant and the Agreement Administrator shall negotiate each work task contained in the Scope of Services. CAU has a general scope of work for this type of service. A copy may be requested from the CAU.

SECTION 830.00 – ESTIMATE OF COST

The estimated cost of the services shall be established during the negotiation process. The cost will be the sum of the labor cost, the combined overhead, the fixed fee, approved direct costs, and any subconsultant costs, in accordance with [Section 400](#), Agreement Preparation.

When the need for overtime is agreed upon in the negotiation, the overhead rate and negotiated fee multiplier are **not** to be applied to the premium time paid.

The overhead rate for Construction Engineering and Inspection (CE&I) agreements must be approved by the ITD Internal Review section. Since these agreements require the Consultant to work in the field and not in their office, an applicable overhead rate (usually lower) must be used.

Any direct costs, other than Direct Labor, should be determined during the negotiation process. Relocation costs should not be allowed with this type of agreement. However, special circumstances may justify some compensation to the consultant. If long-term subsistence is negotiated, these costs should not exceed the rates set in the Federal Travel Regulations or ITD Travel policy, whichever is less. These costs will need to be accepted by the Consultant Administration Unit and Internal Review before the agreement is implemented.

When renting a room, apartment, house or other lodging on a long-term basis (e.g. weekly, monthly), the following expenses are considered part of the lodging cost.

- Furniture
- Cost of Utilities

SECTION 840.00 – ADMINISTRATION

The Consultant will administer the construction contract within the same ITD guidelines and requirements used by ITD personnel.

The Agreement Administrator's role is to observe and verify that ITD policies and procedures are being followed and the plans and specifications are being adhered to. The Agreement Administrator should be available to assist the Consultant as needed.

The Agreement Administrator must provide the Consultant with one fully executed copy of the construction contract and an appropriate number of plans and proposals to administer the contract.

The Agreement Administrator should advise the consultant to acquire the following documents:

- Standard Drawings,
- Standard/Supplemental Specifications,
- Pertinent Local Government Agency Standards,
- Construction Manual,
- ITD Materials Testing Manual,
- Materials Policy and Procedure Directives Manual,
- Manual on Uniform Traffic Control Devices,
- ITD Traffic Control Manual,
- Other references noted in the Special Provisions, and
- Latest updates of any references supplied.

The Agreement Administrator, as ITD's liaison with the Consultant, should at the very beginning of the project, establish guidelines and channels for timely flow of all project information. A direct communication link shall be established for all involved parties in order to provide ITD with a knowledgeable, on-site source of scrutiny, evaluation, comment, and judgment.

The Agreement Administrator may encourage the Consultant to contact and communicate with other necessary ITD sections, such as Materials, Bridge Design, Traffic, Roadway Design, etc., including Local Government, and other Consultants that may have contributed to the Construction Contract.

After the consultant agreement is executed and prior to the beginning of construction, the Agreement Administrator and the Consultant will work together to prepare the partnering workshop and pre-construction conference. (The **pre-construction conference** is very important for an effective start of a construction project. The Agreement Administrator and the Consultant will coordinate and conduct the meeting in accordance with Chapter 1 of the Contract Administration Manual.)

The Agreement Administrator will conduct inspections of the project to ensure contract and specification compliance by both the Consultant and the Contractor.